



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Rachel Pearlman, Board Secretary

DATE: December 10, 2024

SUBJECT: Agenda Item 4D: Adoption of a Resolution Amending the District Employee Housing Rental Policy

RECOMMENDED ACTION:

Staff recommends the following action:

I move to adopt Resolution 34-2024 amending the District's Employee Housing Rental Policy per legal counsel's recommendations.

BACKGROUND:

On July 9, 2024, the Board adopted Resolution 19-2024 approving an *Employee Housing Rental Policy and Rental Agreement*. After further discussion the Board recommended staff have legal counsel review the policy and agreement. Included in the attachments are the revisions that are being recommended. It is recommended that the Board approve the amendments to the Employee Housing Policy as presented.

ATTACHMENTS:

1. Revised Employee Housing Policy
2. Resolution 34-2024

POLICY

POLICY TITLE: Employee Housing Rental Policy

POLICY NUMBER:

ADOPTED: July 9, 2024 - RESOLUTION 19-2024

I. PURPOSE

The purpose of this policy is to establish a uniform policy and related guidelines for the administration of the Employee Housing Rental Program (“Program”) for District-owned rental housing. The rental housing is intended to provide temporary housing near the Groveland-Big Oak Flat area to assist the District in recruiting and retaining employees. The Program was established because the District values its workforce and the community it serves. The Program is designed to promote and support recruitment, retention, and living in or near the Groveland-Big Oak Flat area by making rental housing available to the District workforce.

II. ~~POLICY~~DISTRICT-OWNED RENTAL HOUSING

~~The Housing Rental Program (“Program”) was established because the District values its workforce and the community it serves. The Program is designed to promote and support recruitment, retention, and living in or near the Groveland-Big Oak Flat area by providing rental housing assistance to the District workforce. To operate this Program, the District may purchase condominiums or other housing units in order to be able to offer safe and affordable convenient rental housing to eligible employees. The total number of rental units in the District’s inventory will be reviewed at least annually by the General Manager. The General Manager shall oversee the Program and designate the Department responsible for administering the Program.~~

III. ~~IV.~~ PROGRAM ADMINISTRATION

- A. The General Manager or his or her designee shall oversee and administer the Program (“Program Administrator”).
- B. The total number of rental units in the District’s inventory will be reviewed at least annually by the Program Administrator.
- C. The Program Administrator shall provide an annual report of the Program to the Board of Directors. The annual report shall address details including, but not limited to, the inventory of units, number of occupied units, employee interest in the Program, the costs of operating the Program, and identification of issues and recommendations.
- D. Eligible individuals must file a written application with the Program Administrator to be considered for participation in the Program.
- E. Eligible individuals will be placed on a waitlist in order of when their application is received.

- F. When a unit is available, the Program Administrator will evaluate the waitlist in accordance with this Policy and will notify the selected employee. In the event there are no employees on the waitlist, a notice of availability may be issued to all District employees.
- G. If no District employees are interested in the available housing unit, the Program Administrator may notify other public agencies in the Groveland-Big Oak Flat area of the availability of the unit.
- H. Tenancy is voluntary and shall not be a condition of employment under any circumstance, though employment is a condition of tenancy.
- I. The District reserves the right to conduct periodic inspections of the property unit.

IVH. PROGRAM ELIGIBILITY AND ENROLLMENT

- A. The following criteria shall apply to eligibility for a District-owned rental unit:
 - i. The employee must be a permanent employee of the District (referring to regular, full-time employees of the District).
 - ii. The employee does not own a home within thirty (30) minutes of travel time to the District's main office. A. _____
 - iii. ~~District employees occupying permanent positions who do not own homes located within thirty (30) minutes travel time are eligible to participate in the Program.~~ Employees with special circumstances who do not meet these criteria may request a review of their eligibility by the ~~General Manager~~Program Administrator. The employee shall provide a written explanation of the special circumstances supporting an exception to the criteria above.
 - iv. In certain circumstances as provided in this Policy, permanent employees working for other public agencies in the Groveland-Big Oak Flat area ~~also~~ may also be eligible.

IV. SELECTION OF EMPLOYEES~~B. Eligible individuals must notify the Program Administrator in writing of their interest in renting a District-owned rental unit ("unit") to be considered for participation in the Program.~~

- ~~C. Eligible individuals are placed on a wait list in order of when their application is received. When a unit becomes available, the General Manager or their designee will evaluate the operational needs of the District before offering the unit to an eligible employee on the list.~~
- A. Available rental units will be offered to employees on the waitlist based on criteria that prioritizes the overall operational needs of the District. The Program Administrator will evaluate the operational needs of the District before offering the unit to an eligible employee on the waitlist.
- B. The Program Administrator in his/her discretion may assemble an internal committee of

no fewer than three (3) people to determine the employee selection for the available unit. The committee shall include at least one (1) department manager selected by the Program Administrator.

C. The selection criteria for an available unit includes, but is not limited to, the following factors:

- Job responsibilities.
- Urgency of housing need.
- Frequency of required stand-by assignments.
- Required weekend duties.
- Response time to operational or maintenance emergencies.
- Current housing situation.
- Order in which the employee requested to be placed on the waitlist.
- Input from the employee's department manager.

D. If none of the criteria differentiates one employee from the others on the waitlist, employees will be offered the unit in the order in which they requested to be placed on the waitlist.

A. Selection of an employee for the available unit will not change the original order of the waitlist for units that become available in the future.

E.

IV. PROGRAM TENANCY

~~A. When a unit is available, the Program Administrator will notify the selected employee from the list. In the event there are no employees on the list, a notice of availability will be issued to all District employees. If no District employees are interested in the available housing unit, and subject to the General Manager's approval, the Program administrator shall notify other public agencies in the Groveland-Big Oak Flat area of the availability of the unit.~~

VI. TENANCY REQUIREMENTS

~~B. Individuals selected to be tenants must enter into the District's rental agreement, and comply with all rules, regulations and required notices in the rental agreement. All rental agreements shall be for a month to month tenancy.~~

A. Individuals selected to be tenants must enter into a rental agreement with the District, as may be updated from time-to-time, and comply with all requirements in the rental agreement.

B. Only an employee's spouse and minor children will be allowed to occupy the unit. Special requests for other family members to occupy the unit shall be subject to the written approval of the Program Administrator.

~~A., including the provision which requires Tenants must vacateing the rental unit within thirty (30) days after separating from employment with the District. ~~All rental agreements shall be for a month to month tenancy.~~~~

C.

~~B. C.~~ All tenants must provide a security deposit equivalent to one (1) month's rent as a

condition of renting a ~~District-owned rental~~ unit. Upon request, a tenant ~~employed by the District~~ may be allowed to pay the security deposit in ~~six~~ monthly installments, subject to the approval of the Program Administrator.

D.

~~— Pets shall be subject to the written approval of the Program Administrator. The District reserves the right in all cases to prohibit the keeping of any pets in a rental unit or to determine that certain types of pets may be excluded.~~

~~C. D.~~ If pets are allowed in the ~~housing~~ unit, tenants with pets must pay a pet deposit of \$500.00. ~~The District reserves the right in all cases to prohibit the keeping of any pets in a rental unit or to determine that certain types of pets may be excluded. If a rental unit is subject to a homeowners' association (HOA) and the HOA~~ The Program Administrator shall have the discretion to impose reasonable rules and conditions on the keeping of pets at the unit. If a rental unit is subject to a homeowners' association (HOA), the keeping of pets shall be subject to the rules and regulations of the HOA. rules and regulations impose limitations on the keeping of pets, the District's tenants will comply with those HOA rules and regulations.

E.

~~A. E.~~ Units designated by the District as temporary housing used for recruitment purposes have a ~~maximum rental term of 6 months, unless extended with the approval of the General Manager.~~

V. PROGRAM RENTAL RATE

A. A. The Fair Market Rent determined for Tuolumne County by the United States Department of Housing and Urban Development (“HUD”) will be the primary consideration used by the District in determining the ~~minimum~~ rent charged for a ~~housing~~ unit. However, if the Tuolumne County ~~HUD~~ Fair Market Rent is insufficient to cover the District's costs of the Program ~~costs~~, monthly rental rates may be adjusted accordingly.

B. B. The District ~~evaluates~~ will evaluate the monthly rental rate annually as part of the budget preparation process. This evaluation is conducted to ensure that a minimum level of rent is charged to ~~cover~~ recover all District costs associated with the Program (e.g., loan payments on the property, maintenance and repair, refurbishment between tenant occupancies, HOA fees, taxes, insurance, etc.). District costs to administer the Program are deemed not to be ~~chargeable rental~~ reimbursable costs and are excluded from the calculation.

A. C. C. If an increase to the ~~subsequent year's~~ rental amount is required, the District will provide notice of no ~~t~~ less than 30 calendar days ~~thirty (30) days, but not more than 90 calendar days~~, to the tenant. The increase to the rental amount shall be effective for the next lease payment occurring at least thirty (30) after the notice is provided.

RESOLUTION 34-2024

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AMENDING THE DISTRICT EMPLOYEE HOUSING RENTAL POLICY

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the Board adopted Resolution 19-2024 approving an Employee Housing Rental Policy on July 9, 2024; and

WHEREAS, the Board directed staff to have the policy reviewed by legal counsel; and

WHEREAS, District staff has received the revisions to the employee housing rental policy for the purpose of establishing guidelines for management staff in administering the employee rental housing program, which are incorporated herein.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY *adopt Resolution 34-2024 amending and adopting the District Employee Housing Policy.*

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on December 10, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVE:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on December 10, 2024.

DATED: _____